



VACANCY ANNOUNCEMENT



AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

1535 Command Drive, Room CD207

Andrews AFB MD 20762-7002

Announcement Number: 08-22-CCI-B

Opening Date: 8 Dec 2008

Closing Date: Open Continuous

Cut Off Date: Every Two Weeks

----- **POSITION INFORMATION** -----

Position/Series/Grade: Criminal Investigator/Computer Crime, YK-1811-02

Location: Worldwide

Base Salary: \$72,030 - \$91,801

Work Schedule: Full-time

Number of Positions: This announcement will be used to fill multiple positions.

Type of Appointment: Excepted Service

- This position is covered by the National Security Personnel System. For more information on NSPS, please visit the website at <http://www.cpms.osd.mil/nsps/index.html>.
- Management may set the salary at any level within the parameters of the pay band.
- If there is a sufficient number of local qualified applicants, the area of consideration MAY be limited to the local commuting area.

Emergency Essential: This announcement may be used to fill Emergency-Essential positions. Applicant must be willing to sign an emergency essential agreement. An emergency essential position may require the incumbent to perform duties and requirements of the position during a crisis situation or wartime. This could entail a temporary or permanent relocation as well as the possibility of remaining in the area when others are evacuated. **Due to the mission essential nature of this position, concurrent membership in the U.S. Military Reserve would conflict with performance of the duties of this position. If you are selected for this position and are presently a Reserve member, you will be required to transfer to another category of the Reserve component or resign from the Reserves prior to your appointment to the position.** *You may be required, as a condition of employment, to take a series of vaccinations and annual boosters to immunize you against anthrax and other diseases. Failure to take required immunizations may lead to your removal from this position or separation from Federal service.*

Mobility: Worldwide. Applicants must be willing to accept assignment throughout their career anywhere in the U.S. and/or in overseas locations. Appointment requires execution of a mobility agreement. Duties may be performed in a deployed environment.

Federal Law Enforcement Retirement Coverage: This is a secondary law enforcement position under the special retirement provisions of 5 U.S.C.8336(c). It requires experience in law enforcement. Coverage of the incumbent under these retirement provisions depends upon his or her individual work history. Coverage of the position under 5 U.S.C. 8412(d) (FERS) will not be determined before the closing date of this announcement. In order to receive consideration under this announcement, you must include your date of birth in your application package and proof (last SF-50) of previous service in a federal civilian law enforcement position covered by the special retirement provisions.

Duties: Plans and conducts criminal investigations of alleged or suspected violations of the Uniform Code of Military Justice (UCMJ) and/or criminal laws (e.g., Titles 10 & 18, U.S.C) of the United States affecting Air Force personnel and resources. Interviews and interrogates witnesses/suspects; conducts crime scene examinations; examines records and files; prepares written reports of investigations; performs undercover assignments; conducts surveillance; and testifies in courts martial/hearings/trials. Serves as a computer expert responsible for supervising, coordinating and conducting USAF computer intrusion investigations and providing technical assistance to AFOSI detachments on criminal and fraud investigations involving computers and digital evidence.

-----QUALIFICATION AND EVALUATION CRITERIA-----

Area of Consideration: All qualified applicants. No civil service status required. Position is subject to the DoD Priority Placement Program. *****You must be a U.S. Citizen to apply*****

Qualification: Fifty two weeks of specialized experience, at Pay Band YK-1, Investigative pay band in the Investigative/Protective Service Career Group or equivalent grade in the General Schedule (GS) pay system or equivalent pay band in any pay system. The experience must have provided the knowledge, skills, and abilities of the position being filled. The equivalent under the GS pay system has been determined to be one year of specialized experience at the GS-12 grade level or above. Specialized experience is experience that equips the applicant with the following knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Specialized experience may have been gained as a member of a military criminal investigative component in any branch of the armed forces; as an investigator conducting complex criminal investigations; as a uniformed law officer where principal duties included criminal investigations where using such techniques as surveillance or undercover roles, are performed 50% of the time. Candidates must meet these requirements to qualify and be referred for consideration. **Please identify all experience on the resume/application. If you are a reservist, please provide the number of hours served in your reserve status.** If you are currently mobilized, please provide a copy of your mobilization orders.

EVALUATION: Will be based on the Application for Employment and Supplemental Statements (KSAs: knowledge, skills, and abilities).

SUPPLEMENTAL STATEMENTS (KSAs):

Cross-referencing to the Application for Employment, supplemental statements for other positions or supplemental statements, which include rating factors not listed in this announcement, **are not acceptable and will not be considered. Candidates who do not submit the supplemental statements will not be considered.**

Please note that the KSAs are a critically important part of your application. Applicants are advised to provide sufficient detail to demonstrate that they possess the training and experience that will allow them to conduct and lead AFOSI counterintelligence activities at the advertised level immediately upon hire.

1. Experience in conducting thorough, complete and objective investigations; reporting facts accurately in a logical, concise understandable manner.
2. Knowledge of rules of evidence, criminal procedures, and court decisions concerning admissibility of evidence, constitutional rights, search and seizure, apprehension and detention of suspects, and related investigative and law enforcement matters related to espionage operations, national security matters, criminal investigations.
3. Knowledge of international affairs, foreign affairs, national security affairs, criminal justice, or law enforcement.
4. Ability to communicate effectively orally and in writing.
5. Knowledge and experience of computer networks and concepts, operating systems, hardware and software.

-----QUALITY RANKING FACTORS-----

Quality Ranking Factors will be used. The following criteria have been identified as Quality Ranking Factors:

- Possession of a degree
- Language
- Computer/Network industry certifications (i.e., Computer Information Security Professional (CISSP); Network+ (N+); Microsoft Certified Systems Engineer (MCSE); Server+; or Security+, etc.)

If you are claiming a language you MUST provide the following information:

- Language
- Can prepare and give lectures: Fluently or with difficulty?
- Can speak and comprehend: Fluently or with difficulty?
- Can translate articles: Fluently or with difficulty?
- Can read articles for Own Use: Fluently or with difficulty?
- Test Score from Defense Language Institute (DLI) or Foreign Service Institute (FSI) if applicable.
- Please provide substantiating documentation if applicable.
- Testing may be required prior to selection.

-----APPLICANT SUITABILITY REQUIREMENTS-----

Applicants **MUST** submit the following requirements. Failure to submit each of these documents will result in non-consideration for AFOSI positions.

- OF 306 - Click here http://www.opm.gov/forms/pdf_fill/of0306.pdf for access to the OF-306. You MUST print, complete, sign, date and attach to your application for consideration.
- AFOSI Agency Questionnaire (Attached. You MUST print, sign, date and attach to your application for consideration).
- Supplemental Statements (KSAs): Each supplemental statement (KSA) must be addressed separately. Failure to address each individual KSA will result in non-consideration for this announcement.
- Current Federal civil service employees must submit a copy of their most recent SF-50 (Notification of Personnel Action).
- Tentative Veterans Preference will be given to all eligible applicants who meet the criteria. To receive preference applicants must provide: Copy 4 of the DD214 reflecting an honorable discharge. To receive 10-point preference, in addition to **Copy 4 of the DD-214**, you must submit an SF-15, Claim for Veteran's Preference (10-point veteran), **plus** proof from the Department of Veterans Affairs **dated within the last 12 months** or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10% with your application.
- Active duty military members must be within 180 days of their established date of separation/retirement by the date of receipt of the application and proof of separation MUST be provided at time of application (proof of separation can be: retirement/separation orders, a letter from the servicing MPF stating eligibility to separate or retire, or a letter from the commanding officer stating that you are eligible to separate or retire)
- The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XI) which accords veterans' preference to everyone who served on active duty during the period beginning August 2, 1990, and ending January 2, 1992, provided, of course, the veteran is otherwise eligible. This means that anyone who served on active duty during the Gulf War, regardless of where or for how long, is entitled to preference if otherwise eligible (i.e., have been separated under honorable conditions and served continuously for a minimum of 24 months or the full period for which called or ordered to active duty). The Defense Authorization Act of Fiscal Year (Public Law 109-163) Operation Iraqi Freedom during the period beginning September 11, 2001 and ending as of the close of Iraqi Freedom contains a provision which accords veterans' preference to everyone who served on active duty for a period of more than 180 consecutive days any part of which occurred during this period of time, regardless of location, is entitled to veterans' preference if otherwise eligible.

If you are selected for this position, proof of Veteran's Preference, Education, Licenses, Certificates, will be required prior to appointment.

-----OTHER REQUIREMENTS OF THE POSITION-----

- Successful background investigation. This requirement may take 120 days or longer after notification of selection.
- Relocation Bonus and Annual Leave Service Credit will be afforded.
- Permanent Change of Station (PCS) costs will not be authorized.
- Must sign a worldwide mobility agreement.
- Must sign an Emergency-Essential agreement and notice of requirement to participate in the anthrax/smallpox vaccine immunization program.
- May be subject to overtime as required.
- Must possess emotional stability and be physically able to perform duties without being a hazard to themselves or others.
- Must pass pre-employment medical examination.
- May be required to travel using military/commercial aircraft.
- Subject to completion of basic and specialized AFOSI investigative courses which include rigorous physical fitness testing.
- Will be subject to periodic physical fitness evaluations and must comply with the Physical Fitness Assessment Program (PFAP). The purpose of the PFAP is to promote a healthy, physically fit criminal investigator (1811) work force through a managed program of regular physical fitness assessments. The goal of PFAP is to motivate all 1811 personnel to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, strength and flexibility training, and health eating. AFOSI is basing the PFAP on the Air Force physical fitness standards found in AFI 10-248. The physical fitness assessment is a condition of employment and will be conducted at the same time as the pre-employment investigation (110). The physical fitness assessment results for applicants will be provided to the HQ AFOSI, Civilian Personnel Branch (HQ AFOSI/DPCC).
- Will be subject to periodic physical fitness evaluations.
- Appointment is subject to a 1-year probationary period if one has not been completed previously.
- Must be proficient in the use of firearms to AFOSI standards. Maybe required to carry firearms.
- Is subject to random urinalysis testing as a condition of employment, because the position is designated for drug testing.
- Must enroll in the direct deposit/electronic funds transfer pay program.
- Must have a valid driver's license.
- Mobilized applicants may be considered for employment with AFOSI; however you **MUST** attach a copy of your mobilization orders otherwise, your application will not be considered.
- Applications must be submitted at the non-classified level.
- May be required to undergo a counterintelligence scope polygraph examination.

-----IMPORTANT INFORMATION-----

In order to receive consideration under this announcement, you must include your date of birth in your application package and proof (last SF-50) of previous service in a federal civilian law enforcement position covered by the special retirement provisions.

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EEO Statement: THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER.
Selection will be made without regard to non-merit factors such as race, color, religion, sex, national
origin, marital status, age, politics, disability, or sexual orientation.

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If your application is incomplete, late, outside the area of consideration or you fail to submit the requested
supplemental statements and/or the OF 306 or other required information, or you are not qualified for the
position, your application will not be considered.

**All application materials must be received by close of business on the closing date of this
announcement.**

- Applicants apply at their own expense
- Applications mailed in government-franked envelopes **will not** be accepted
- Applications transmitted via fax machine or e-mail **will not** be considered nor will this office
supply information via fax or e-mail
- Applications **will not** be picked up at the main gate of this installation
- Applications may not be dropped off or hand carried unless you have access to this military
installation
- Applicants will be notified by letter or e-mail (if available) as to the status of their application,
e.g., qualified, non-qualified, incomplete, or ineligible as soon as possible after receipt. **Do not
contact this office concerning status.**
- Applications will not be returned to applicants. Applicants must meet all eligibility requirements
by the closing date of the announcement
- If selected, male applicants born after 31 December 1959 must confirm their selective service
registration status
- If you make a false statement in any part of your application, you may not be hired; you may be
fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary
action

-----**HOW TO APPLY**-----

Submit all application materials to:

HQ AFOSI/DPCC
1535 Command Drive, Room CD207
Andrews AFB MD 20762-7002

AGENCY CONTACT INFO:

Ms. Jennifer Harris
Internet: jennifer.harris@ogn.af.mil

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-----**PREFERRED RESUME FORMAT**-----

The following preferred resume format is being provided for your use. Submission of this specific format is not mandatory; however it is preferred and contains the required information.

Cover Sheet

- Announcement Number
- Title of Position
- Full name, mailing address (with zip code), day and evening telephone numbers, e-mail address (if available)
- Social Security Number
- Date of Birth
- Highest level of degree, month and year completed, address of colleges/universities attended.
- Veteran's Preference (military grade previously held, if applicable).
- Country of Citizenship
- Signature and Date

Body of Resume

- **Work Experience:** Work experience for each paid and nonpaid job related to the position for which you are applying should be addressed individually for each time period: include job title, grade/rank, duties and accomplishments, employer's name and address, supervisor's name and current phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor.
- **Education Level:** name and address of high school and date of diploma or GED; name and address of colleges/universities, majors and type and year of degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours) (Transcripts may be required prior to appointment by the servicing civilian personnel offices).

Other Qualifying Information

- Job related training courses.
- Special skills (e.g., OFCO and/or counterespionage training and experience, languages, or other skills noted in the quality ranking factors noted above).
- If you possess particular language skills, please identify the language and describe proficiency levels as shown at the beginning of the announcement.
- Please provide DLI FSI test scores, if applicable.
- Certificates or job related licenses.
- Honors, awards, and special accomplishments.
- Veteran's Preference (SF-15, VA Letter dated within last 12 months, if applicable).
- Reinstatement Eligibility (SF-50 is needed for documentation purposes).
- Retired/Separated Military (Copy 4 of DD-214, proof of separation if within 180 days, if applicable).
- Highest federal civilian grade held, if applicable.
- Current Federal Employees must provide copy of current SF-50.

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT
CONTINUATION OF #16
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

1. Have you ever used marijuana? _____ (If yes, provide details/circumstances such as approximate dates, how many times, setting, when was the last time, etc).
2. Have you ever used an illegal drug or combination of illegal drugs, other than marijuana? _____ (If yes, provide details/circumstances).
3. Have you ever used an illegal drug while employed? _____ (If yes, provide details/circumstances). Have you ever used an illegal drug while in a law enforcement or prosecutorial position? _____ (If yes, provide details/circumstances).
4. Have you ever sold, supplied or distributed illegal drugs? _____ (If yes, provide details/circumstances).
5. Have you ever used alcohol in excess where it prevented you from working? _____ (If yes, provide details/circumstances).
6. Have you ever been arrested, charged, or convicted of domestic abuse, domestic assault, or assault? _____ (If yes, provide details/circumstances).
7. Have you ever been arrested, charged, imprisoned, or convicted of any felony or misdemeanor crime? _____ (If yes, provide details/circumstances).
8. Have you ever declared bankruptcy? _____ (If yes, provide details/circumstances).
9. Have you been an officer or a member of or contributed to an organization that is dedicated to the overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? _____ (If yes, provide details/circumstances).
10. Have you engaged in activities designed to overthrow the United States Government by force? _____ (If yes, provide details/circumstances).

You MUST print, complete, sign, date and attach to your application for consideration.